



JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: *LIBRARIAN*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

BUREAU/SECTION: *STATE LIBRARY SERVICES/GOVERNMENT PUBLICATIONS SECTION*

SALARY: *\$4195 - \$5097*
(Salary will be adjusted accordingly to comply with the Personal Leave Program 2010)

SUMMARY: Under the direct supervision of the Supervising Librarian II and under the lead of the Senior Librarian for California state publications, the incumbent acquires and catalogs California local agency (county, municipal, and special district) publications, University of California, and other government agency publications; assists with other depository activities of the Government Publications Section; and provides reference service to California State Library patrons.

DUTIES:

- Under the lead of the Senior Librarian for the California Depository Library Program (CDLP), performs original and copy cataloging of current and retrospective publications, in all formats (tangible and electronic), issued by California local agencies (counties, cities, and special districts) and research publications issued by the University of California. Actively seeks out California local agency and UC publications for acquisition or capture from agency Web sites.
- Under the lead of the Senior Librarian for the CDLP, reviews CDLP disposal lists from depository libraries; works on special CDLP projects such as processing donations; works through publication backlogs; and assists with weeding. Assists Federal Depository Library Program staff and Patent & Trademark Resource Center staff with FDLP and PTRC program duties when needed.
- As a member of the Government Publications Section team, provides reference service to state employees, members of the public, and other libraries. These service transactions are conducted face-to-face, as well as via telephone, e-mail, and other online media.
- Attends meetings and serves on library committees, including strategic planning committees.

DESIRABLE QUALIFICATIONS:

- Ability to interpret complex guidelines and correctly apply them
- Ability to analyze data
- Ability to prioritize assignments
- Well-developed interpretive reading skills and attention to detail
- Ability to communicate clearly, both orally and in writing
- Ability to work both independently and cooperatively to accomplish section tasks
- Ability to handle large, heavy library books and other library materials
- Ability to climb stack ladders and stoop to reach bottom shelves in the stacks
- Ability to move heavy book trucks throughout the stacks and maneuver them up and down stack elevators
- Ability to turn handles on manually-operated compact library shelving units

KNOWLEDGE AND EXPERIENCE:

- Knowledge of federal, state, and local depository laws, regulations, and guidelines
- Experience with or knowledge of library technical services methods and workflows
- Experience with or knowledge of OCLC, Machine Readable Cataloging (MARC) formats, Anglo-American Cataloging Rules, government publication classification schema, and LC subject analysis and practice.
- Experience in providing reference services and knowledge of effective reference service theory and practice
- With assistive technology, if necessary, ability to operate a PC keyboard, mouse and barcode reader for extended periods of time
- Ability to operate microfiche/microfilm machines, photocopiers, and scanners

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the Human Resources Service Office, Library & Courts Building II, 900 N Street, Suite 400. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed. Any pending offer of employment that is not an intradepartmental lateral transfer or promotion will be subject to receiving hiring freeze exemption approval.**

EQUAL OPPORTUNITY EMPLOYER